



Department of Administration
Business Operations Division

Tom Barrett
Mayor

Sharon Robinson
Director of Administration

Rhonda U. Kelsey
City Purchasing Director

SEPTEMBER 3, 2013

ADDENDUM NO. 1

RE: RFP 12637
Commodity: Records Management System
Scheduled to open: December 3, 2013

NOTICE TO BIDDERS:

On August 9, 2013, you received notice of the above subject RFP. Please make note that the Pre-Proposal **Teleconference has been rescheduled to commence at 1:00 PM on September 24, 2013.** Dial-in telephone # is 712-432-1400, Access Code 211218#.

REMINDER: All proposers that wish to participate in the pre-proposal teleconference should email Michael Drzewiecki at mdrzew@milwaukee.gov with the information requested at the top of page 2 of the RFP.

Only those proposers who have emailed this information to Michael Drzewiecki will be allowed to participate in the mandatory Pre-Proposal Teleconference.

This certificate **does not** have to be signed and submitted with your proposal response.

Sincerely,

Michael T. Drzewiecki
Procurement Specialist

File: RFP 12637

REF: ADD RFP 12637-1